

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Forensic Accountant/Financial Analyst  
Fraud & Consumer Protection Division, Consumer Protection Unit  
New Castle County**

**Opening Date: December 20, 2019**

**Closing Date: Open Until Filled**

**Job Responsibilities and Duties:** The Delaware Department of Justice is seeking an exceptional and highly motivated individual to join the Fraud & Consumer Protection Division (“Division”) in the New Castle County office as a Forensic Accountant/Financial Analyst. The Forensic Accountant/Financial Analyst will be responsible for carrying out a variety of duties relating to the Division and the Department of Justice’s Communities Assistance Office.

This Forensic Accountant/Financial Analyst will be responsible for performing financial analysis tasks in connection with financial fraud matters, including:

- Auditing, reviewing, organizing, and analyzing bank records and other financial documents to identify theft, fraud, or other wrongdoing;
- Computing and interpreting financial conditions to identify potentially illegal conduct; and
- Preparing the financial and bank records and other documents organized and analyzed by the Forensic Accountant or Analyst in a format suitable for use by others in the Communities Assistance Office, the Division, the DOJ, or appropriate external referral resources.

This Forensic Accountant/Financial Analyst will also be expected to perform compliance analysis tasks, including:

- Auditing, reviewing, organizing, and analyzing governing documents of companies and organizations, including boards of directors for communities subject to the Delaware Uniform Common Interest Ownership Act, to determine adherence to guidelines and best practices; and
- Preparing the governing documents and related information organized and analyzed by the Forensic Accountant or Analyst in a format suitable for use by others in the Communities Assistance Office, the Division, the DOJ, or appropriate external referral resources.

This position will also be responsible for investigatory tasks, including participating in interviews of parties and witnesses and reviewing and drafting document requests and otherwise assisting with such request from banks, homeowners associations, manufactured housing community owners, and other sources.

The position also requires litigation and administrative hearing support, including preparing expert reports and exhibits, and providing testimony based on the results of investigations. The Forensic Accountant or Analyst is also expected to be involved in project and investigation planning.

**Position Requirements:** This is a challenging position that provides an opportunity to pursue large and complex investigations and cases. It requires the ability to conduct financial analysis and evaluation of both ordinary accounting records and specialized transactional accounting records. The volume of documents and related evidence gathered during the course of an investigation can be extensive and requires a highly organized and detail oriented individual. We are looking for a candidate who possesses excellent writing and oral communication skills, expert knowledge in preparation of a variety of financial reports and summaries, expert knowledge of state and federal legislation, regulations, rules, and codes, and expert knowledge of principles, practices, and theory of techniques used in the analysis of operational problems. Familiarity with the Recorder of Deeds would be helpful but not required.

Minimum qualifications include a Bachelor's degree or higher in Accounting, Business, Finance, or a related field. Licensure as a Certified Public Accountant is preferred but not required. The Division seeks an individual with a strong commitment to working in the public interest.

**Internal applicants** should submit an updated resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.